

Personnel

***ANNUAL ACQUISITION AWARDS PROGRAMS**

This Air Force Instruction (AFI) implements Air Force Policy Directive 36-2835, *Awards and Decorations*, establishing annual award programs for outstanding performance in: contracting, acquisition management, competition, and value engineering. It explains eligibility, nomination procedures and award selection criteria. It does not apply to Air National Guard units. Major Commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), the Air Force Secretariat, and Headquarters US Air Force ensure all organizations have the opportunity to nominate eligible units and individuals for awards described in this instruction, forward winners for competition at Air Force level, and arrange local recognition. Awards are presented annually for achievements during the previous year. Contracting, competition, and value engineering awards are based on fiscal year. The acquisition management award is based on calendar year. *Selection Panels may withhold an award due to lack of competition or when nominees' achievements are not considered deserving of Air Force recognition. Recipients of individual or team awards described in this instruction are authorized to wear the Air Force Recognition Ribbon (military) or the Air Force Recognition Lapel Pin (civilian).

***SUMMARY OF REVISIONS**

Chapter 1

CONTRACTING AWARDS

1.1. Nomination Responsibilities and Procedures. MAJCOMs, FOAs, and DRUs will submit nominations as identified in table 1.1.

1.2. Definitions of Unit Categories.

1.2.1. Operational. This category applies to base level operational contracting squadrons/divisions in Air Force Materiel Command and operational contracting squadrons/divisions in operational commands. An operational unit provides contractual support for base operations support or mission operations support.

1.2.2. Specialized. (a) a buying office with a primary mission to provide unique support in other than operational, systems, or science and technology. Typically, the unit has a mission of command-wide or Air Force-wide support as opposed to supporting only one base, or has a mission to acquire non-standard supplies and services or special studies and analyses. (b) a non-buying activity that supports the contracting community, such as training centers. (c) a specialized unit may or may not be a contracting squadron. (d) for purposes of this AFI, a specialized flight within an operational unit is not considered a specialized unit.

1.2.2.1. SAF/AQCO designates units eligible to compete in this category and maintains a listing of all designated specialized units. To change designation, provide rationale to SAF/AQCO.

1.2.2.2. Specialized units submit nominations only in the specialized unit category.

1.2.3. Systems Integrated Weapon System Management (IWSM) (systems and logistics) support contracting at system program offices (SPOs) and centers in Headquarters Air Force Materiel Command (HQ AFMC).

1.2.4. Science and Technology. A unit whose primary mission is issuing and administering science and technology (6.1 basic research, 6.2 exploratory research, and 6.3A advanced research) contracts in direct support of a technical directorate in one of the four superlabs, i.e., Armstrong Laboratory,

Phillips Laboratory, Rome Laboratory, Wright Laboratory or Air Force Office of Scientific Research (AFOSR).

1.3. Nomination Procedures.

1.3.1. Individuals in specialized units performing strictly base contracting functions (operational functions) may be submitted for operational awards. Except under extraordinary circumstances, do not nominate an individual for the same award won within the previous five years.

1.3.2. Nomination package includes the front side only of one AF Form 1206, Nomination for Award, (April 1995 version with reverse side), and a supplemental information page (see figures 1.1 and 1.2). Accompanying citation for each nomination may be submitted on an additional page. Submit any additional justification for the Secretary of the Air Force Professionalism in Contracting Award using the reverse side of the AF Form 1206. When typing the nomination, the minimum acceptable font size will be ten pitch. Forward nominations to the Deputy Assistant Secretary (Contracting), Operational Contracting Division (SAF/AQCO), 1060 Air Force Pentagon, Washington DC 20330-1060, by 20 January.

1.4. Evaluation Criteria and Panel. Criteria for each award are identified in table 1.2. The evaluation panel will consist of at least three senior officials from within the office of the Deputy Assistant Secretary (Contracting) and will be chaired by the Deputy Assistant Secretary (Contracting).

1.4.1. The Assistant Secretary (Acquisition) approves the Secretary of the Air Force Professionalism in Contracting Award. The panel approves all other award winners.

1.5. Award Presentation. The awards are normally presented in conjunction with the spring Worldwide Contracting Conference arranged by SAF/AQC.

1.6. Transportation. The award winners' organization will provide funding for transportation and accommodations when the awards are presented.

*Table 1.1. Contracting Awards.				
R U L E	A	B	C	D
	If the award category is	and the type of award is	then the eligibility is	and the MAJCOM/ FOA/DRU may nominate
1	Outstanding Contracting Unit (Operational)	Unit	(1) Base-Level Contracting Squadrons/Divisions (AFMC) (2) Operational Contracting Squadrons/Divisions in Operational Commands (see note 1)	1 unit
2	Outstanding Contracting Unit (Specialized)		(1) Contracting units at Management, Personnel, and Training Centers (2) Buying activities providing other than operational support. see note 1)	
3	Outstanding Contracting Unit (Science and Technology (S&T) or Systems)		(1) AFMC contracting units not identified as operational or designated specialized (see note 1)	AFMC may submit one nomination for systems and one for S&T Unit
4	President's Committee Award (Under <i>Javits-Wagner-O'Day Act</i> of 1971) (see note 2)		(1) command- or unit-level central and operational contracting squadrons/divisions in AFMC (2) operational contracting units at base level (see note 1)	1 unit
5	Chairman's Award (Under <i>Javits-Wagner-O'Day Act</i> of 1971) (see note 2)	Individual	(1) Military personnel in Air Force Specialty Code 64P4, 64P3, or 6C0X1 (2) civilian personnel in civil service series 1102, 1105 (see note 1)	1 military or civilian
6	Secretary of the Air Force Professionalism in Contracting		(1) military personnel in Air Force Specialty 64P4, 64P3, or 6C0X1 (2) civilian personnel in civil service series 1101, 1102, 1105, 1106 (3) two awards will be presented: supervisory(1) and nonsupervisory (1) (see note 3)	1 supervisory 1 nonsupervisory
7	Outstanding Staff Officer		officers, enlisted, and civilian personnel performing staff functions at MAJCOM, FOA, or NAF level (see note 1)	1 officer, enlisted, or civilian
8	Outstanding Pricing (see note 4)	Individual/ Team	military or civilian in any grade (see note 1)	1 individual or team of individuals
9	Outstanding Contracting Officer	Individual	military (2nd Lt to Lt Col) in AFSC 64P3 or 64P4 (see note 5)	1 each from Operational, Specialized, Systems or S&T Unit

(Table continued on next page)

*Table 1.1. Continued.				
R U L E	A	B	C	D
	If the award category is	and the type of award is	then the eligibility is	and the MAJCOM/ FOA/DRU may nominate
10	Outstanding Contracting Civilian	Individual	Civilian personnel in Civil Service Series 1101, 1102, 1103 (US and Local National) (see note 5)	1 each from Operational, Specialized, Systems or S&T Unit
11	Outstanding Contracting Enlisted Member		(1) Enlisted member in 6C0X1 AFSC (2) three awards will be presented (AB thru SrA [1], NCO (Sgt thru TSgt [1], Senior NCO (MSgt thru CMSgt [1])	1 each airman, NCO, and senior NCO
12	Outstanding Purchasing Specialist		(1) Airman (AB thru SrA) in Purchasing Career Path (2) Civilians in Civil Service Series 1105 (see note 1)	1 airman or civilian
13	Outstanding Contracting Support		(1) Enlisted member in AFSC 3A0X1 assigned to a contracting unit (2) Civilian in Civil Service Series 3XX or 1106 assigned to a contracting unit (see note 1)	1 enlisted or civilian
14	Outstanding Contingency Contracting		officer, enlisted, or civilian who performed contingency contracting duties (see note 1)	1 officer, enlisted, or civilian
15	Outstanding Base-Level Quality Assurance Evaluator		any military member or civilian demonstrating major achievements in quality assurance with relation to monitoring contractor performance (see note 1)	1 military or civilian
16	Outstanding Reservist in Contracting		Reservist in any grade in AFSC 64PX or 6C0X1 who is not on extended active duty (see note 1)	1 reservist

NOTES:

1. One award will be presented.
2. The *Javits-Wagner-O'Day Act of 1971* established a committee for the purpose of directing selected commodities acquisition and federal government services to qualified workshops employing the blind and other severely handicapped persons.
3. Two awards will be presented.
4. Exceptional pricing efforts in completing acquisition actions including: price, cost, financial analysis or negotiation of contractor cost proposals, defective pricing settlements, progress payments, change orders, forward pricing rate agreements, claims, contracting officer decisions, etc.
5. Three awards will be presented: Operational, Specialized, and Systems or S&T.

***Table 1.2. Evaluation Criteria for Contracting Awards.**

L I N E	A	B
	Award	Evaluation Criteria
1	Outstanding Contracting Unit (All Categories)	<ul style="list-style-type: none"> - Mission accomplishment - satisfying customer needs - 33 1/3% - Contracting innovation and process improvement results - 33 1/3% - People training, recognition, and improvement programs - 33 1/3%
2	President's Committee Award (Javits-Wagner-O'Day Act of 1971)	<ul style="list-style-type: none"> - Contribution to advancing requirements to the procurement list - 50% - Number of new items selected and awarded - 30% - Contributions to the handicapped community - 20% (See Note 2)
3	Chairman's Award (Javits-Wagner-O'Day Act of 1971)	<ul style="list-style-type: none"> - Ability to identify, convey, and advocate the importance of the Javits-Wagner-O'Day Act to others in the career field - 50% - Significant contribution to advancing requirements to the procurement list - 30% - Individual initiatives outside the career field to the handicapped community - 20% (See Note 2)
4	Secretary of the Air Force Professionalism in Contracting Award	<ul style="list-style-type: none"> - Specific duty achievements during most recent fiscal year - 20% - Self-improvement efforts over the course of the individual's career - 20% - Professional qualities over the course of the individual's career - 20% - Contribution to advancing professionalism of others in the career field over the course of the individual's career - 20% - Ability to convey contracting professionalism to others outside the field over the course of the individual's career - 20%
5	Outstanding Pricing Award	<ul style="list-style-type: none"> - Specific achievements during the recent fiscal year. Description of short-and long-term impact on the mission - 50% - Innovative techniques, training programs, process improvements, etc., that were developed and used to meet mission objectives or contributed to advancing the capabilities of others both internal and external to the career field - 50% (See Note 2)
6	Contingency Contracting Award	<ul style="list-style-type: none"> - Background and type of contingency (i.e., natural disaster, deployment, exercise, wartime, etc.) - 10% - Contingency support mission accomplishment and impact - 60% - Management of available resources and/or initiatives developed - 20% - Professional qualities - 10% (See Note 2)
7	All Other Contracting Awards	<ul style="list-style-type: none"> - Specific duty achievements during the most recent fiscal year. Description of short-and long-term impact on the mission - 70% - Self-improvement efforts over the course of the individual's career - 20% - Professional qualities over the course of the individual's career 10% (See Note 2)

Note 1: Criteria may include quality initiatives.

Note 2: Criteria covers most recent fiscal year only

SUBJECT: US Air Force Contracting Unit Awards Program

CATEGORY: (State title of nomination category) For Fiscal Year Ending 30 September _____

Part I -- Identifying Data

Unit Title: (as it should appear on the award plaque) _____

Full Unit Mailing Address: _____

Unit Role: _____

Grade and Name of the Chief of the Contracting Unit: _____

Present Grade and Location of the Chief of the Contracting Unit Assigned During the Period of Accomplishment, If Different From

Above: _____

Part II -- Acknowledgment and Approval by the *MAJCOM/FOA/DRU Contracting Division Chief

Signature and Date

*Part III -- Proposed Award Citation (summary of accomplishments; may be on a separate page)

Example: This unit distinguished itself in its contribution to the success of OPERATIONS DESERT SHIELD AND DESERT STORM. Especially noteworthy was the fielding of 14 specially modified Contingency Airfield Lighting Systems, the immediate procurement of over 5,300 Aircrew Eye and Respiratory Protection Systems, and the urgent purchase of 26 million dollars worth of chemical protective clothing. Innovative acquisition approaches initiated by this contracting office will set the standard for future source selections.

Figure 1.1. Supplemental Information for Unit Awards.

SUBJECT: US Air Force Contracting Individual Awards Program for the Fiscal Year Ending 30 September _____.

Part I -- Identifying Data

Category: (State title of nomination category)

Rank or Civilian Grade and Full Name:_____

Date of Present Rank or Grade:_____

Total Active Federal Military Service or Service Computation Date:

Full Unit Mailing Address_____

Unit Role:_____

*Part II - Acknowledgment and Approval by the MAJCOM/FOA/DRU Contracting Division Chief

Signature and Date

*Part III - Proposed Award Citation (summary of accomplishments; may be on a separate page))

Example: (for Secretary of the Air Force Professionalism in Contracting Award) As an instructor and author of contracting articles published in professional magazines and journals, Ms. Smith has fostered the growth and development of others in our field. She is an accomplished contract negotiator with multi- service contracting experience. She achieved superior results on complex programs supporting vital Air Force programs.

Example: (for Other Individual Awards) Mr. Jones developed innovative ideas and contracting concepts, resolving long-standing problems affecting mission essential service contracts. He developed an innovative contract for altitude chamber testing that will save the Government \$52,000 and 180 days of pilot down-time annually. In support of Operation DESERT STORM, he restructured contracts for critical services affected by government personnel deployments. The end result was continued excellent support of the Air Force mission.

Figure 1.2. Supplemental Information for Individual Awards.